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**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
9:30 A.M., DECEMBER 13, 2017
HELENA, MONTANA
OR GOTOMEETING**

ATTENDEES:

Commissioners: Chairman Bruce Newell, Kenning Arlitsch, Elsie Arntzen, Connie Eissinger, Anne Kish, Aaron LaFromboise and Ken Wall.

Staff: Jennifer Birnel online, Tracy Cook, Erin Fashoway, Jo Flick, Evan Hammer, Erin Harris, Rebekah Kamp, Cara Orban, Katy Rende, Kris Schmitz, Jennie Stapp and Marlys Stark.

Visitors: Pamela Benjamin and Victoria Lowe, both online.

Chairman Newell called the meeting to order at 9:30 a.m.

Rebekah Kamp and Katy Rende were introduced as the new Montana Shared Catalog (MSC) staff. Rebekah was attending online.

Kris Schmitz presented Erin Harris with her five year longevity pin.

APPROVAL OF MINUTES:

Motion was made by Commissioner Eissinger and seconded by Commissioner Kish to approve both the executive session and the regular commission minutes of October 13, 2017 minutes as presented and the motion passed.

STATE LIBRARIAN'S REPORT:

MSL was named in a report to the Human Right Bureau regarding the use of a service animal at a public library. MSL has asked to be excused from that case but has not heard the decision of the Bureau yet.

MSL has not been required to submit any changes to our budget as a result of the special legislative session except to charged rates from the State Information Technology Services Division (SITSD). MSL's spending authority for SITSD was reduced but we have no concern about being able to meet our needs. State Librarian Stapp met with the Governor's office and is reasonably confident that we now have a stable budget picture for FY 2018.

There has been no indication from the Institute for Museum and Library Services that we should be concerned about federal funding at this time. It appears that we will

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receive level funding or possibly a slight increase in FY 2018 federal fund when compared to FY 2017 funding.

Because of the donations of travel and time from the commissioners earlier and the settled budget, the commission can now start requesting reimbursements for reasonable travel.

MSL did receive the first payment of coal severance tax (CST) funding of about \$139,500. If collections continue at that rate, the total amount collected in this fiscal year would be in excess of our legislative spending authority but projections from the Legislative Fiscal Division and the Office of Budget and Program Planning currently show that collections will be slightly lower than the estimates. With that first payment, the SirsyDynix and OCLC contracts were paid. MSL is still waiting to pay federation grants, some digital library database contracts and payment for ongoing state publications digitization. The staff will review the second quarter collections in February and then may reconsider our previous decision to use increased CST monies to make up for some of the loss of public library state aid in order to aid cash management of this new account.

MSL is getting a better grasp on handling CST funds for the future and it will require a different cash management system. The Network Advisory Council (NAC) will look at the budget and cash flow to manage the changes.

General fund loans are not an option this year. MSL may have to take out a loan to cover the cost of buyouts for retirees if we cannot cover that cost this fiscal year.

Enough time has passed that staff are better able to identify areas of concern in coverage and work load as a result of the loss of staff due to budget cuts. Both the Talking Book Library (TBL) and IT programs are areas of concern for the agency.

Karen Dimmitt was rehired to replace Bert Rinderle as the circulation manager for TBL. We have the two new MSC employees introduced earlier and are recruiting for the Lifelong Learning Librarian position. Mike Price's position remains open while staff identify the needs for the position moving forward.

MSL received a complaint from the US Department of Education Office for Civil Rights regarding the accessibility of our website. Numerous schools and libraries across the country are receiving these notices. Staff are currently evaluating how to respond. MSL always makes access a big priority but it is unlikely we can address every issue. GoToMeeting seems to be the biggest vendor concern at this time.

Kris Schmitz and Jennie Stapp met with State HR personnel to discuss the new broadband pay plan adopted by the state. The changes came out of the audit and included are requirement that the budget office look at any reclassifications and that the budget office has to sign off on any raised that bump employees over their band. The process of understanding all the new requirements are just beginning. The tentative

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timeline for MSI is a draft policy for review in February with approval in April. Managers are hopeful this can be an opportunity to deal with supervisor frustration with pay for staff and new employees. Moving forward, a pay plan has to be reviewed and approved each year.

Commissioner Arntzen and Pamela Benjamin joined the meeting at this time.

With approval from the Governor's office, MSL is moving forward with the three Requests for Proposals previously on hold due to budget concerns. These three are for the nonprofit development consultant, public awareness campaign and TBL digital content conversion. Staff have put together a screening committee for the public awareness campaign and commission involvement will be appreciated on the nonprofit committee. At this time it appears to the bulk of the work will be done in February. **Commissioners Kish and Newell have both volunteered.**

Erin Fashoway and Evan Hammer joined the meeting at this time.

Chairman Newell asked about the work plans and a brief discussion ensued on the formatting in particular the yellow color used for some of the items.

FY'2019 MONTANA LAND PLAN:

The format for this year's land plan has changed. The proposed land plan identifies work for the Montana Land Information Advisory Council, it identifies ongoing work to maintain the Montana Spatial Data Infrastructure as well as areas of concern due to loss of resources, and it identifies local government need and policy opportunities that can be better addressed through the Montana Land Information Act grant programs.

Motion was made by Commissioner LaFromboise and seconded by Commissioner Eissinger to accept the 2019 Montana Land Plan as presented.

Commissioner Wall stated he felt that this was the best land plan he has seen. He is encouraged that the council is full. He encourages staff and the council to continue to look at other apps and opportunities to update and use off shelf tools.

The motion passed with Commissioner Wall abstaining.

NAC REPORT:

NAC met in November. Many library representatives reported facing budget cuts or that their budgets are flat despite cost increases.

2017 SUMMER LEADERSHIP INSTITUTE OUTCOMES:

Jo Flick briefly summarized the format of the program and then two attendees gave presentations on the projects they developed in order to put into practice the leadership

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training received during the institute. Victoria Lowe gave classes at the Sheridan County Library on different mobile devices and applications. Rebekah Kamp managed a process to update the logo for the Belgrade Community Library.

COMMISSION GOALS AND OBJECTIVES:

The proposed 2018 meeting dates are the second Wednesday every other month. Commissioner Arlitsch requested the December date move to December 5.

Motion was made by Commissioner Wall and seconded by Commission Arlitsch to approve the 2018 dates with the change in December and the motion passed.

After a lengthy hiatus, the reporting task force revisited the inventory of reports. Staff proposes identifying success indicators for the State Library and then collecting and organizing reported data in a way that allows staff and the Commission to understand whether or not we're achieving success. The task force requested commission input on what the indicators could include.

PUBLIC COMMENT:

There were none received.

OTHER BUSINESS/ANNOUNCEMENTS:

Commissioner LaFromboise is working with Dr. Anthony Chow to apply for a planning grant to look at how Blackfeet tribal members get their information and has asked Jennie Stapp to be on the planning board.

Evan Hammer wanted to comment on the land plan and thank Erin Fashoway for her work because with all the budget and FTE issues, she really stepped up and the result has been great.

Commissioner Arlitsch said that the Director of Carroll College, who is currently chairing the TRAILS council, will step down on January 22 due to health concerns.

ADJOURNMENT:

The meeting adjourned at 12:16 p.m.